

# **PLEASE NOTE CHANGE OF LOCATION**

## **NOTICE OF MEETING AND AGENDA**

October 21, 2009, 1:30 P.M.  
Indiana Commission on Public Records  
Room 401, Indiana State Library

### **MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS**

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (November 18, 2009)
- III. APPROVAL OF MINUTES (September 16, 2009)
- IV. OLD BUSINESS
  - 1. FSSA Request for Waiver from OCPR Policy No. 06-01
  - 2. County/Local General Retention Schedule
  - 3. Dept. of Revenue, Returns Processing Center Retention Schedule
- V. DIRECTOR'S REPORT
- VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
  - 1. LEGISLATIVE SERVICES AGENCY..... 09-01-09  
State Tax and Financing Policy Commission
  - 2. STATE FAIR COMMISSION.....09-16-09
  - 3. STATE DEPARTMENT OF HEALTH .....09-17-09  
Health Care Regulatory Services
  - 4. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....09-29-09  
Institutional Finance Division
  - 5. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....09-29-09  
Division of Mental Health and Addiction-Main Schedule
  - 6. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....09-29-09  
Division of Mental Health and Addiction-Legal Division
  - 7. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....09-29-09  
Division of Mental Health and Addiction-Larue Carter Memorial Hospital
  - 8. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....09-29-09  
Division of Mental Health and Addiction-Richmond State Hospital
  - 9. DEPARTMENT OF VETERANS' AFFAIRS.....10-06-09  
All Divisions
  - 10. VETERANS' HOME.....10-01-09  
All Divisions
  - 11. STATE DEPARTMENT OF HEALTH.....09-25-09  
Immunization Division
  - 12. LAW ENFORCEMENT ACADEMY.....09-22-09
- VII. NEW BUSINESS
  - 1. Election of Vice Chairman of the Oversight Committee on Public Records
  - 2. Fee for Silver to Silver Duplicator 16mm and 35 mm Film
- VIII. MEETING ADJOURNMENT